

External - Job Order Detail
STATE OF MONTANA IS AN EQUAL OPPORTUNITY EMPLOYER

Department: DEPARTMENT OF LABOR & INDUSTRY

Division: Employment Relations

Bureau: Workers' Compensation Claims Assistance/Mediation Unit

Date Posted: 11/25/2008

Job Category: Legal

**Position
Number:** 66204473

Position Title: WORKERS' COMPENSATION MEDIATOR

**Bargaining
Unit:** 038

Union: MPEA

Location: HELENA

Job Status: Full Time Permanent

Salary: \$43,935.00 to \$54,918.00

Salary Unit: Year

Additional Salary Info: Applicants' qualifications will be assessed based on minimum qualifications and in accordance with Pay Plan Rules. Successful applicant's pay will be set using the above salary range based on qualifications.

Shift: Daytime

Band: 06

Closing Date: 12/19/2008

**Supplement
Required:** Yes

Applications must be received by 5:00pm on the closing date.

Apply to your Local Montana Job Service Center

- OR -

State Agency:

DEPARTMENT OF LABOR & INDUSTRY

P.O. Box 1728

HELENA, MT 59624

Phone: (406) 444-3710

Fax: 444-3685

TTY: 444-0532

E-mail: dliapps@mt.gov

Special Information:

This position works in the Mediation Unit that operates as a self-managing entity within the Workers' Compensation Claims Assistance Bureau. The incumbent will (occasionally)

travel throughout the state on mediation purposes for the convenience in location of parties involved.

The successful applicant must receive positive job references. Pay for employees new to the Department will be set at one step below the salary of employees with similar qualifications and shall have pay adjusted to the appropriate salary following successful completion of the trial period.

For further information about DLI agency and job application materials see:
<http://dli.mt.gov/jobopenings/>.

Upon date of hire, eligible for 100% state paid premiums for employee "core" medical, dental, and basic life insurance coverage (dependent coverage and supplemental options available at an additional cost). Earn 15 working days of vacation, 12 sick leave, and 10 paid holidays per year. Membership in a Retirement System with the state matching begins upon the first day of employment (vesting criteria applies).

Duties:

A dispute concerning benefits arising under the Workers' Compensation Act or the Occupational Disease Act must be brought before a Workers' Compensation Mediator. The purpose of the Workers' Compensation Mediation is to prevent the filing in the Workers' Compensation Court of actions by claimants or insurers relating to claims when an equitable and reasonable resolution of the dispute may be achieved at an earlier stage. To achieve this purpose, the law provides a procedure for mandatory, non-binding mediation. It is the intent of the law that the mediation process be used to resolve cases on an informal basis at minimal cost to the parties.

The mediator reviews requests for mediation, conducts mediation conferences, listens to the arguments presented on both sides, and writes mediation reports and recommendations.

Competencies:

Requires knowledge of the concepts, principles, practices and methods of the workers' compensation system; the law, court decisions, rules and regulations, medical procedures and terminology involved in the administration of workers' compensation injuries and occupational diseases in addition to an understanding and an appreciation of the workers' compensation system; characteristics of occupations and the labor force, social and vocational rehabilitation, social security laws, small business development and debt management, elements of finance and economics, and insurance principles; legal procedures; and budget, personnel management, hiring procedures, disciplinary actions, performance appraisals and training. Must have skills in collaborative negotiation, communication and supervision.

Must be able to deal with situations that are adversarial/hostile in nature; have clarity in verbal communications, interpret and communicate legal statutes, rules, regulations and court decisions; apply laws and rules to benefit issues, assess situations and impacts, and find unique, reasonable and equitable solutions or recommendations to resolve benefit disputes between claimants and insurers; write clearly and concisely in simple comprehensive language; establish and maintain effective working relationships with employees, employers, Division personnel, other agencies, insurers, claim examiners, claimants, attorneys and medical providers; display and maintain neutrality; establish and maintain responsiveness, credibility, confidence, tact, cooperation, confidentiality and sensitivity with parties; and persuade, prioritize, advise, assist and facilitate communication to determine validity, relevancy and credibility of information or parties.

Must have behavioral competencies in communication, continuous learning, integrity, negotiating, and teamwork.

The Department of Labor and Industry strives to provide an effective customer focused work environment. Our goal is to provide excellent service to all our customers. The core values of this Department are customer focus, individual responsibility, individual growth, ethics in the workplace, and continuous improvement. These values represent the Department's expectations of staff and the ideal employee is one who embraces these values.

Education/Experience:

Qualifications are met by a combination of education and experience equivalent to 5 years. Course work in business, political science, public administration, human services, or a related field is qualifying education. Qualifying experience may include directly related experience in workers' compensation issues; administration of laws, court decisions, rules and regulations; medical procedures and terminology; characteristics of occupations and the labor force; social and vocational rehabilitation, social security laws; small business development and debt management, elements of finance and economics, or related experience.

The successful applicant(s) with college credits or college degree(s) shown on the application may be required to provide a copy of their college transcripts or diploma upon interview or prior to hire for pay setting purposes.

Application materials required initially for this position include the following:

Signed and completed State of Montana Employment Application (PD-25, Rev. 5/2003 or later). Portions of the application may be photocopied if legible (see application page 1 for instructions).

If Supplement Required, complete application supplement identified with your name and the position number (see attached Supplement Questions if provided).

Application materials required are:

1. SIGNED (typed signatures are considered) and COMPLETED State of Montana Employment Applications (PD 25).
2. Applicants **claiming the Veterans' or Persons with Disability Employment Preferences** (PD-25A) must provide verification of eligibility with the application materials.
3. Completed WRITTEN (typed) RESPONSE to Supplemental Questions.

*Application materials can be obtained from any Job Service office or downloaded from <http://dli.mt.gov> or <http://dli.mt.gov/jobopenings>. Applications must be received by 5:00 p.m. on closing date. Applications will be rejected for late, incomplete or unsigned application materials. Applications will be accepted via email, fax, or postal mail using addresses provided on front page.

**MPEA selection will be based on the following:

Qualifications = 30% Capabilities = 60% Seniority = 10%

***If reasonable accommodations are required, please notify Office of Human Resources (406) 444-3710/444-4534 in advance.

Supplemental Questions:

The information you provide on this application supplement will be used by the selection panel in combination with your education and experience to determine which applicants will be selected for an interview. Your responses will be viewed apart from your state application and other application material, therefore, IT IS IMPORTANT TO

PROVIDE SPECIFIC INFORMATION REGARDING NAMES OF EMPLOYERS, DATES, JOB TITLES, ETC. In order to receive full credit, you must express yourself fully and completely. Do not expect the selection panel to make assumptions based upon your application, resume, or other materials when rating your application supplement.

Please put your name and the position and position number you are applying for at the top of page. Your response should be limited to one typewritten page.

1. This position requires extensive knowledge and experience in Workers' Compensation. Please explain in detail your experience dealing with Workers' Compensation Claims and the skills you have obtained.